

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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In Reply To:

1510 (935.MC) P

December 8, 2006

EMAIL TRANSMISSION – 12/11/2006  
Instruction Memorandum No. MT-2007-013  
Expires: 9/30/08

To: State Management Team

From: State Director

Subject: Fiscal Year (FY) 2007 Deadlines for Submission of Purchase Requisitions

### **Program Area:** Procurement and Budget

**Purpose:** The purpose of this IM is to establish FY 2007 due dates for submission of purchase requisitions in order for the procurement staffs to provide quality, timely services and to meet the State Director's goal that 40 percent of budgets are obligated by March 31, 2007; 80 percent obligated by June 30, 2007; and 98 percent obligated by August 31, 2007. This IM also establishes the deadlines for submitting construction project purchase requests that require State Office Engineering review. This includes all projects that may affect the health and safety of the staff or the visiting public.

**Policy/Action:** It is recommended that you submit the draft construction project purchase request to the State Office Engineering staff at least 3 weeks prior to the target dates shown below. This should allow time for adequate review and editing. The State Office will provide the review and comments to the field offices within 10 working days from the time the contract is received in the State Office.

Following are the FY 2007 target dates for submitting purchase requests to the respective procurement staffs in the Montana/Dakotas:

<b><u>Type of Acquisition:</u></b>	<b><u>Due Date</u></b>	<b><u>ALT*</u></b>
<b><u>Goal - 40% obligated by March 31, 2007</u></b>		
Inter and Intra Government Orders	2/16/07	4-6 weeks
Assistance Agreements	2/02/07	8 weeks
Modifications to existing agreements	3/02/07	4 weeks
Contracts between \$25,000 and \$100,000	2/09/07	7 weeks
Orders against an existing contract-technical & price	2/16/07	6 weeks
8(a) contract	3/02/07	4 weeks
Purchase Orders between \$2,500 and \$25,000 (construction)	2/23/07	5 weeks

<b><u>Type of Acquisition:</u></b>	<b><u>Due Date</u></b>	<b><u>ALT*</u></b>
<b><u>Goal - 40% obligated by March 31, 2007</u></b>		
Purchase Orders between \$2,500 and \$25,000 (service)	2/23/07	5 weeks
Purchase Orders between \$3,000 and \$25,000 (supplies)	3/09/07	3 weeks
<b><u>Goal - 80% obligated by June 30, 2007</u></b>		
Inter and intra Government Orders	5/18/07	4-6 weeks
Assistance Agreements	5/04/07	8 weeks
Modifications to existing agreements	6/01/07	4 weeks
Contracts between \$25,000 and \$100,000	5/11/07	7 weeks
Orders against an existing contract-technical & price	5/18/07	6 weeks
8(a) contract	6/01/07	4 weeks
Purchase Orders between \$2,500 and \$25,000 (construction)	5/25/07	5 weeks
Purchase Orders between \$2,500 and \$25,000 (service)	5/25/07	5 weeks
Purchase Orders between \$3,000 and \$25,000 (supplies)	6/08/07	3 weeks
<b><u>Goal - 98% obligated by August 31, 2007</u></b>		
Inter and Intra Government Orders	7/20/07	4-6 weeks
Assistance Agreements	7/06/07	8 weeks
Modifications to existing agreements	8/03/07	4 weeks
Contracts between \$25,000 and \$100,000	6/22/07	7 weeks
Orders against an existing contract-technical & price	7/20/07	6 weeks
8(a) contract	8/03/07	4 weeks
Purchase Orders between \$2,000 and \$25,000 (construction)	7/06/07	5 weeks
Purchase Orders between \$2,500 and \$25,000 (service)	7/06/07	5 weeks
Purchase Orders between \$3,000 and \$25,000 (supplies)	8/10/07	3 weeks
<b>Sign Requisitions:</b> Submitted to MT931	8/15/07	3 weeks

**Acquisitions to be submitted to the National Business Center:** See Instruction Memorandum No. [BC-2007-014, Fiscal Year \(FY\) 2007 Deadlines for Submission of Purchase Requisitions to the National Acquisition Division \(BC-660\)](#).

\* ALT = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work, and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

**Timeframe:** As stated above.

**Budget Impact:** Failure to submit purchase requisitions by the above deadlines may result in funds not being obligated, necessitating carryover.

**Background:** None.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This IM was coordinated internally within the Montana State Office.

**Contact:** If you have any questions, please contact Mary Clark, Supervisory Procurement Analyst, at (406) 896-5205, or Joyce Norris, Administrative Officer, at (406) 896-5184.

Signed by: Gene R. Terland

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